

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **M-11**

PAGE NO. **1.**

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

FINANCE DEPARTMENT, Purchasing Division

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. REQUISITION FILE

Size: **8 1/2" x 7 3/4"**

Dates: **1959 - -**

Quantity: **2 file drawers**

File Arrangement: **By department (or division) and date**

Requisitions are prepared in duplicate by the requesting department (or division) giving the name of the suggested vendor, the date of the request and the date needed, the budget account number, the item and quantity, a description of the item, and the signature of the department head. A purchase order number (Item 2) is added in purchasing. The copies are distributed as follows:

Pink copy, to Purchasing Division for preparation of the Purchase Order

Yellow copy, remains in the requesting office. The yellow copy is considered non-record within the meaning of the statute governing non-record material, Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179, and may be destroyed when no longer needed.

The recommendation below applies to the pink copies filed in Purchasing.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Albert J. Smith
Signature

Director of Finance
Title

5/10/62
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/15/1962
Date

Morris S. Randolph
Archivist

MAY 17 1962
Date

Richard Strickland
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE M-11
NO.
PAGE
NO. 2.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
-------------------	---	--

2. PURCHASE ORDER FILE

Size: 8½" x 11"

Dates: 1959 - -

Quantity: 2 double file trays, 12 binders

File Arrangement: By department requesting and by purchase order number

Audit: Yellow copy audited in Accounting Division

The Purchase Order is prepared in quintuplicate on a serialized form giving the date and name of the requesting agency, the requisition number, the contract number, requested delivery date, shipping and purchasing conditions, terms, name of the vendor, item number and quantity or number of units, a description of the item and the unit price, the total price and the certification by the Director of the Finance Department that funds are available with the signature of the purchasing officer. The form is distributed as follows:

White copy, to the vendor

Green copy, remains in Purchasing Division

Pink copy, is sent to the Accounting Division and filed by PO number

Blue copy, goes to the requisitioning division

Yellow copy, goes to the requisitioning division where it is held until the order has been received; it is then signed and returned to Accounting for payment (Schedule M-12) Item 10).

The yellow copy which is found in the Accounting Division and is required for audit purposes is provided for in the schedule for that office. All other copies are considered non-record within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed when no longer needed by the office in which they are filed.

3. PURCHASE ORDER INDEX

Size: 5" x 8" cards

Dates: Current

Quantity: 1 card tray

File Arrangement: Alphabetical by class or type of material

Index: Index to Bidders

This index gives the name of the commodity and date of purchase order, the purchase order number and name of vendor, a description of the commodity, the quantity, the unit price, and total net price, and the name of the department requesting.

RECOMMENDATION: RETAIN WHILE CURRENT, OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO. M-11
PAGE
NO. 3.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
4.	<p><u>VENDORS FILE</u></p> <p>Size: 5" x 8" cards Dates: current Quantity: 1 file tray File Arrangement: Alphabetical by name of vendor Index: Index to Bidders</p> <p>This is a record of purchases by name of vendor giving the address, the date of purchase order and number, material purchased, and the amount. A separate section is included for Water Department Supplies.</p> <p>RECOMMENDATION: RETAIN WHILE CURRENT, OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.</p> <p>5. <u>INDEX TO BIDDERS</u></p> <p>Size: 3" x 5" cards Quantity: 1 card tray File Arrangement: Alphabetical by name and commodity</p> <p>This index is a list of all bidders on City contracts giving the name of the bidder and the address, and the type of business.</p> <p>The Vendor's File (Item 4), is indexed by this record.</p> <p>RECOMMENDATION: RETAIN WHILE CURRENT, OR FOR THREE YEARS, WHICHEVER IS LATER, THEN DESTROY.</p>	

APPROVED
HALL OF RECORDS COMMISSION